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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 25 January 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 4
18 January - 25 January 1956

25 YEAR RE-REVIEW

I. SIGNIFICANT ACTIVITIES

1. An item in a recent OTR weekly report aroused the interest of DCI and DDCI in the reading improvement courses and resulted in a request for more information. In an interview with Mr. Dulles yesterday, Mr. [redacted] C/RIB, briefed him on the nature of our program. Mr. Dulles expressed the opinion that reading improvement should be included in the basic training of all Agency employees.

He also discussed a problem he faces every day: the rapid digesting of a great amount of written material. His task would be much easier if memoranda were always presented in a format designed to facilitate easy reading and rapid selection of significant information.

Mr. Dulles asked [redacted] to undertake a study of the elements in written presentation which contribute to easy reading and comprehension: general clarity of organization, proper paragraphing with subtitles, simplicity of sentence structure, and typographical mechanics, such as margins and spacing.

II. OTHER ACTIVITIES

1. Mr. [redacted] delivered lectures this week to the student officers of the Naval Intelligence School on "Soviet Intelligence Services" and "Chinese Communist Intelligence Services."

2. Mr. [redacted] presented a lecture-demonstration on "Graphic Aids" to the current class in Intelligence Briefing on 23 January.

3. At their request, arrangements have been made to administer reading tests to eight TSS employees on 6 February.

4. At the Fort Worth Reading Conference last December [redacted] met Dr. Ralph Staiger, Director of the Reading Clinic at Mississippi Southern College. Dr. Staiger will be in Washington next month and wishes to visit the Reading Improvement Branch with three colleagues from the Psychology Department faculty. The approval of the Security Office has been requested.

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